

DHHS Preparing for Promotion Certificate

***Act like a leader today, to become a leader tomorrow***

Staff Education and Training Unit (SETU)

Earning a promotion allows you to take on new responsibilities and complex tasks that challenge you to grow in your career. Completing higher level tasks can allow you to develop more skills and abilities that you can apply toward future positions. Maybe you're not ready for a promotion just yet, but if you want one someday, the Preparing for Promotion Certificate will help give guidance on how you can earn career advancement in the future.

This 6-week certificate program will include (4) 2 hour sessions where discussions, video training, assignments, and self-reflections will be incorporated. One on one coaching will be available for those who choose it. Two weeks are built in to catch up on assignments. At the end of the 6 weeks, each participant will meet with SETU staff and their immediate supervisor to discuss their final assignment, future goals, and next steps for development.

Training Topics:

- Skills and Attributes of Leaders: Defining the aptitudes and roles of leaders.
- Accountability and Managing Time and Tasks in the Workplace: Task management strategies to hold yourself and others accountable.
- Professional Communications and Boundaries in the Workplace: Examining the various forms of appropriate communications and relationships in the workplace.
- Transferrable Skills: Examining the skills you possess to identify skills needing development.

Participants are expected to:

- Obtain supervisory permission to participate in the certificate program.
- Spend a maximum of 2 hours per week on certificate requirements.
- Participate fully in Teams training and discussions as evidenced by visual and auditory communication.
- Submit required training assignments by the due date.
- Communicate with facilitator prior to due date if unforeseen problems arise.
- Respect the views and opinions of the facilitator and other participants.

- \* Note: Participating in the Preparing for Promotion Certificate Program does not guarantee promotion.

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